

## **NULC Parent Portal User Guide (Vocational Students)**

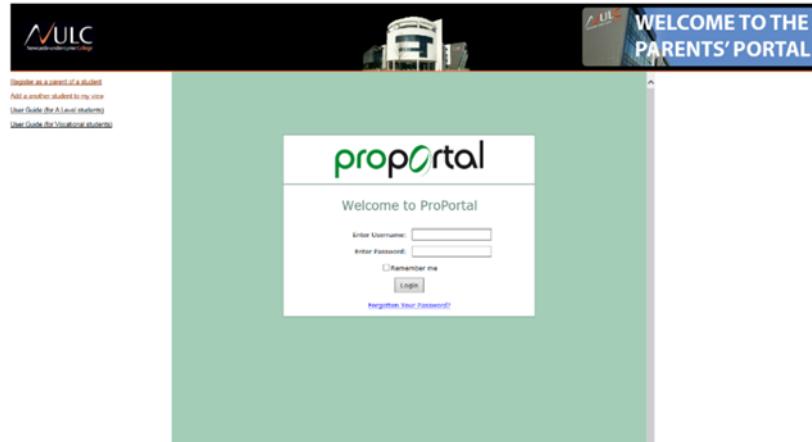
### **Contents Page**

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## Registration

When you first go to the NULC Parents' Portal home page

<https://parentportal.nulc.ac.uk/portal/home.asp> you should see a screen like this:



- Click on the link: "Register as a parent of a student" (This will show the registration form in the middle of the screen – see below).

### Newcastle-under-Lyme College

#### Parents' Portal Registration Part 1

All fields are required

Your Forename(s)	<input type="text"/>
Your Surname	<input type="text"/>
Your email address	<input type="text"/>
NULC student id	<input type="text"/>
This is printed on the Student ID card	
Student's Date of Birth	<input type="text" value="1996-01-01"/>
Your chosen Username	<input type="text"/>
Your chosen password	<input type="text"/>
<input type="button" value="Register"/>	

- Please enter **your own Name, Surname and email address**, not your son's or daughter's.
- Enter your son/daughter's Student ID (this is printed on their college ID card).
- Enter your son/daughter's date of birth using the date picker.
- Enter a username of your choice (the username cannot include spaces).
- Enter a password of your choice (we recommend using a strong password, i.e. one which includes lower and upper case letters, numbers, and special characters, like \* \_ &)
- Once you have checked everything click the 'Register' button.

- The next screen you see should include:

## Newcastle-under-Lyme College

### Parents' Portal Registration Part 2

We have sent an email, with further instructions, to the address you gave us.

- Now open your email and look for an email (*you may need to check in your spam folder*) from *NULC Students' and Parents' Portal* with the heading “Your Registration at (Parent Portal) Fred Bailey”, except that instead of Fred Bailey it will have the name you entered into the form.
- The email will contain two links. The first one will work for most people. It will open this page:

## Newcastle-under-Lyme College

### Parents' Portal Activation Form

Please enter the confirmation code in the box below

All fields are required

Confirmation code:

- Click the ‘Activate your account’ button and your account will be activated.
- When you have clicked ‘Activate your account,’ you will see the following message:

## Newcastle-under-Lyme College

### Parents' Portal Activation Form

Thank you Paul. You have successfully registered with NULC Parents' Portal. Your account will normally be ready to use within 30 minutes. To login please visit <https://parentportal.nulc.ac.uk/portal/home.asp>

You will receive an email with the same message.

- Please wait for about 30 minutes then go to the home page and login.

## Changing Your Password

If you wish to change your password, log in and click on your username which will be shown towards the right under the banner:



The page will now show your account details and a link to *change password*.



Home [About](#) test0606 | Log Out  
Academic Year: 2014/15

**User Account Details**

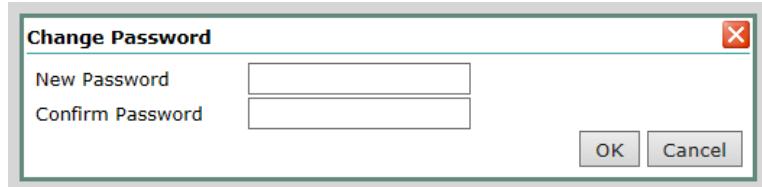
**Account Details**

Username: test0606  
Name: test test  
Email: [redacted] [Change Password](#)

**Permissions**

Permission Group: Parent

Click on the Change Password link and this window will appear:



Change Password X

New Password

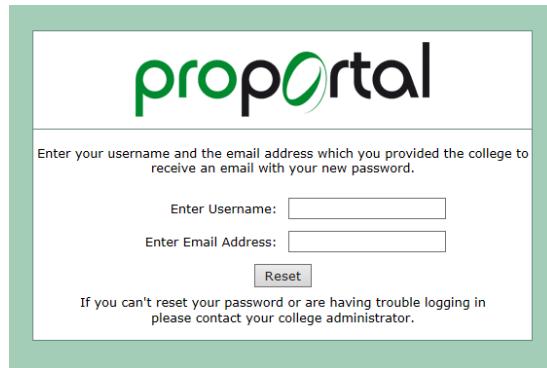
Confirm Password

OK Cancel

Simply enter your new password.

## Resetting your password

If you have forgotten your password click on the link '*Forgotten Your Password?*' on the login page. This form will appear:



proPortal

Enter your username and the email address which you provided the college to receive an email with your new password.

Enter Username:

Enter Email Address:

If you can't reset your password or are having trouble logging in  
please contact your college administrator.

Enter the username and email you gave when registering with Parents' Portal. Remember that your username is included in the email you received from NULC Students' and Parents' Portal when you registered.

## Using Parent Portal

- Once the learner has been selected, their Portal page will open and their “Learner Details” will be displayed (shown below).
- The menu items on the left hand side of the screen can be clicked on to access various aspects of Parent Portal.

The screenshot shows the 'Learner Details' section of the portal. It includes:

- Personal Details:** Name: Gavin Barker, Em: gavinbarker1980, Gu: t, DOB: 11/09/1997, Ethnicity: English/Welsh/Scottish/Northern Irish/British, Gender: F.
- Enrolment Details:** Student Group: EFF128 1B; Course: EFF128 (Level 3 90 Credit Diploma in Business); Status: Continuing.
- Tutor Group Details:** Tutor Group: S13B; Tutor: Owen Shakespeare.
- Student Group Details:** Manager: Becky Sergeant; Teacher(s): Vicky Disley; Becky Sergeant; Daniel Turner; Tina Saville; Laura Shotton; Owen Shakespeare; Jackie Lovell; Ruth Harley.
- Links:** Essential Information For Students, L-Site.

## 1. Student Attendance & Punctuality

To access detailed attendance and punctuality data for the student, click on the “Timetable & Attendance” link and you will have access to lesson by lesson attendance and punctuality data.

The screenshot shows the '5. Timetable & Attendance' table. The columns are:

Code	Total Poss. Att.	No. Att.	Att. %	Att. % (with Auth)	No. Lates	Punct. %	Last Att. Date
81914 - DAY 2 08:45 - 10:15 Room F016 Unit 5: Business Accounts	10	10	100.0	100.0	2	80.0	
81915 - DAY 4 10:30 - 12:00 Room F024 Unit 1: The Business Environment	11	10	90.9	90.9	0	100.0	
81916 - DAY 2 13:00 - 14:00 Room F016 Group Tutorial	10	10	100.0	100.0	0	100.0	
81918 - DAY 5 14:00 - 15:30 Room F018 Unit 4: Communication	11	10	90.9	90.9	0	100.0	
81919 - DAY 4 08:45 - 10:15 Room F018 Unit 5: Business Accounts	11	10	90.9	90.9	0	100.0	
81921 - DAY 5 15:45 - 17:15 Room F021 Unit 10: Market Research	11	10	90.9	90.9	0	100.0	
81922 - DAY 2 12:00 - 13:00 Room F020 Study Skills	9	9	100.0	100.0	0	100.0	
81923 - DAY 4 15:45 - 17:15 Room F020 Unit 1: The Business Environment	11	9	81.8	81.8	0	100.0	
81924 - DAY 4 14:00 - 15:30 Room F016 Unit 3: Intro to Marketing	11	10	90.9	90.9	0	100.0	
81925 - DAY 5 08:45 - 10:15 Room F016 Unit 3: Intro to Marketing	11	10	90.9	90.9	0	100.0	
81926 - DAY 5 10:30 - 12:00 Room F016 Unit 10: Market Research	11	10	90.9	90.9	0	100.0	
<b>Total\Averages</b>	<b>128</b>	<b>118</b>	<b>92.2</b>	<b>92.2</b>	<b>2</b>	<b>98.3</b>	

### How is the Attendance Calculated:

Attendance % = (No. Attended / Possible Attendance) \* 100  
 Attendance % (with Auth) = ((No. Attended + Authorised Absences) / Possible Attendance) \* 100  
 Punctuality % = (1 - (No. of Lates / No. Attended)) \* 100

## 2. Student Assessment Schedule

To access the student's assessment schedule, click on the "Assessment Schedule" link and you will have access to the student's assessment schedule for the academic year, i.e. when assessment are set and due to be handed in.

**Assessment Schedule**

Only show incomplete assessments [View As Chart](#)

**EFF128 1B**

Assessment	Date Set	Date Exp'd	Resub. Launch	Resub. Hand In	Teacher
14_1.1 - Know your business	29/09/2014	10/10/2014	31/10/2014	04/11/2014	
14_1.2 - How Businesses are Organised	13/10/2014	24/10/2014	14/11/2014	21/11/2014	
14_1.3 - The Economic environment	17/11/2014	05/12/2014	26/12/2014	13/01/2015	
14_1.4 - The External Environment	08/12/2014	19/12/2014	13/01/2015	27/01/2015	
14_10.1 - Setting the Scene	12/09/2014	26/09/2014	13/10/2014	24/10/2014	Turner, Daniel
14_10.2 - Trailblazer	06/10/2014	12/12/2014	12/01/2015	23/01/2015	Turner, Daniel
14_10.3 - They think it's all over	24/11/2014	19/12/2014	19/01/2015	30/01/2015	Turner, Daniel
14_13.1 - Know the process involved in the recruiting planning	19/01/2015	06/02/2015	09/02/2015	02/03/2015	
14_17.2 - Recruiters Framework	00/00/0000	00/00/0000	00/00/0000	00/00/0000	

## 3. Student Minimum Expected Grades & Other Information

To access a student's 'Minimum Expected Grade' (based in prior qualifications) and other information about them, click on the "About Your Course" link (shown below).

**1. About Your Course**

Name: Personal Tutor(s): Joanne Lawton; Louise Mitchell

Course: Level 3 Extended Diploma Health and Social Care

Date I started: 01/09/2014 Date I aim to complete: 07/2016

**My previous achievements and hopes for the future**

My previous school/college Sir Thomas Boughey High School

What I see myself doing in 1-2 years time  
Going to university to study Social Work.

What I see myself doing in 5-10 years time  
Starting a career as a social worker.

Do you agree or disagree with the following statements?		Please choose from the list
I feel motivated to do well in my new course	Agree Strongly	
I hope or expect to get a high grade in my new course	Agree Mostly	
I've done well in similar subjects or courses in the past	Disagree Strongly	
I've done well in most of my subjects or courses in the past	Agree Mostly	

If you've done better or less well than expected in courses in the past, try to say why:

**Now you need to set yourself realistic goals for your courses(s)**

First, select from the list how your current course is graded or assessed:  
--Select--

Goal for this Course / Subject (ignore tutorial)	STRETCH Grade	Minimum Expected Grade	Target %	Personal Target Points
VFF538 (Level 3 90 Credit Diploma in Health and Social Care)		DDM		

#### 4. Student Marks & Grades and Feedback (if applicable)

To access a student's 'Marks, Grades and Assessment Feedback (if applicable)' follow the instructions below:

1. Click on the button on the student "Learner Details" item next to the course you wish to view the marks, grades and feedback for.

Personal Details			
	Name: Michaela	DOB: 17/	
	Ethnicity: English/Welsh/Scottish/Northern Irish/British		
	Gender: F		

Enrolment Details			
Student Group	Course	Status	Grade
VFF538 1B	VFF538 (Level 3 90 Credit Diploma in Health and Social Care)	Continuing	

2. The page is the summary page where you can view as graph the student's progress through the course.

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary	Units	Assessments	Tasks
<b>Targets</b> STRETCH Grade <input type="text"/> Personal Target Points <input type="text"/> Minimum Expected Grade <input type="text"/> Target % <input type="text"/>			
<b>Progress Summary</b> <b>From the Unit Markbook:</b> Total Unit Points <input type="text"/> Projected Points <input type="text"/> Projected Points - Personal Target Points <input type="text"/> <b>From the Assessment Markbook:</b> Average Mark (%) <input type="text"/> Average Mark (%) - Target % <input type="text"/>			
<b>Completion Progress</b>  Predicted UCAS Grade: <input type="text"/> Course Completed (Provisional): <input type="checkbox"/>			

3. To access more detailed information, click on the 'Units' or 'Tasks' tab (shown below) to access detailed information of unit and task completion.

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary	Units	Assessments	Tasks																																																								
ⓘ Task Description <a href="#">View Task Completion Report</a>																																																											
<table border="1"> <thead> <tr> <th colspan="2">Unit/Assessment</th> <th colspan="6">Tasks</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>VFF028_11</b></td> <td colspan="6"><b>Weighting: 1</b></td> </tr> <tr> <td colspan="2">Not Assigned to Assessment</td> <td>P6 <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>VFF028_3</b></td> <td colspan="6"><b>Weighting: 1</b></td> </tr> <tr> <td colspan="2">14_3.1 - 14_Hazards in Settings</td> <td>P1 <input checked="" type="checkbox"/></td> <td>P2 <input checked="" type="checkbox"/></td> <td>M1 <input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>VFF028_42</b></td> <td colspan="6"><b>Weighting: 1</b></td> </tr> <tr> <td colspan="2">Not Assigned to Assessment</td> <td>P4 <input type="checkbox"/></td> <td>P5 <input type="checkbox"/></td> <td>M3 <input type="checkbox"/></td> <td>D2 <input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>				Unit/Assessment		Tasks						<b>VFF028_11</b>		<b>Weighting: 1</b>						Not Assigned to Assessment		P6 <input type="checkbox"/>						<b>VFF028_3</b>		<b>Weighting: 1</b>						14_3.1 - 14_Hazards in Settings		P1 <input checked="" type="checkbox"/>	P2 <input checked="" type="checkbox"/>	M1 <input checked="" type="checkbox"/>				<b>VFF028_42</b>		<b>Weighting: 1</b>						Not Assigned to Assessment		P4 <input type="checkbox"/>	P5 <input type="checkbox"/>	M3 <input type="checkbox"/>	D2 <input type="checkbox"/>		
Unit/Assessment		Tasks																																																									
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4. To access student written feedback for assignments, click on the ‘Assessments’ tab, and then next to the appropriate assessment, click on the  button and this will open a box with the student feedback for that assessment in (show below).

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

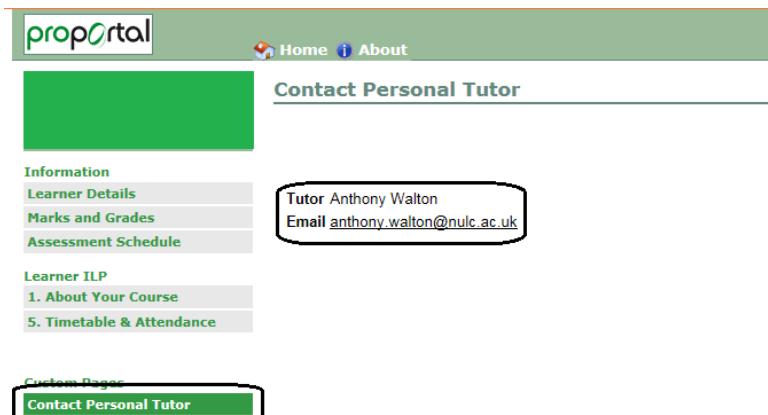
Summary	Units	Assessments	Tasks				
Select Unit: -- All Units --							
Assessment	Comp.	Marks	Grade	Date Expected	Date Submitted	Date Marked	Resub.
<b>VFF028_1 - Communication</b>							
<b>VFF028_10 - Caring for Children &amp; Young People</b>							
<b>VFF028_11 - Safeguarding Adults in H &amp; SC</b>							
<b>VFF028_18 - Working in the health sector</b>							
<b>VFF028_2 - Equality, Diversity and Rights</b>							
<b>VFF028_3 - health, safety and security</b>							
14_3.1 - 14_Hazards in Settings	<input checked="" type="checkbox"/>		M	03/10/2014	30/09/2014	13/10/2014	
<b>VFF028_4 - Lifespan and Development</b>							
<b>VFF028_42 - Support Work in Social Care</b>							
<b>VFF028_5 - Anatomy and Physiology</b>							
<b>VFF028_6 - PPD</b>							
<b>VFF028_7 - Sociological Perspectives</b>							
<b>VFF028_8 - Psychological Perspectives</b>							
<b>VFF028_WA - Working at Grades</b>							
WA1 - Working At	<input type="checkbox"/>		MMP				
WA2 - Working At	<input type="checkbox"/>						
WA3 - Working At	<input type="checkbox"/>						
<input type="button" value="Below Target"/> <input type="button" value="Just Below Target"/> <input type="button" value="On or Above Target"/>							

## 5. Contacting the Students Personal Tutor

Within NULC Parent Portal, there is link that will allow you to contact your son/daughters Personal Tutor directly via email.

1. From the menu on the left side of the screen, click on the “Contact Personal Tutor” link and the page below will open with your son/daughters personal tutor’s name and email address.
2. If you click on the email address it will open your default email program and you will be able to write and send an email directly to the personal tutor to discuss any issues.

\*\*PLEASE NOTE – If you wish to send an email from an external email address, i.e. google mail or Hotmail, you will need to copy and paste the email address to send the email.



The screenshot shows a web interface for the NULC Parent Portal. At the top, there is a green header bar with the 'proportal' logo on the left and 'Home' and 'About' links on the right. Below the header, the main content area has a title 'Contact Personal Tutor' underlined. To the left of the main content, there is a vertical sidebar with several menu items: 'Information', 'Learner Details', 'Marks and Grades', 'Assessment Schedule', 'Learner ILP', '1. About Your Course', and '5. Timetable & Attendance'. In the main content area, there is a box containing the contact information for a personal tutor: 'Tutor Anthony Walton' and 'Email [anthony.walton@nulc.ac.uk](mailto:anthony.walton@nulc.ac.uk)'. At the bottom of the main content area, there is a green button labeled 'Contact Personal Tutor'.